



# District of Columbia Air National Guard

## Dual Technician

Announcement Number: Tech 06-031



<b>APPLICATION MUST BE FORWARDED TO:</b> Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED BY:</b> <b>N/A</b>	<b>OPENING DATE:</b> 15 Feb 2006	<b>CLOSING DATE:</b> Open Until Filled
	<b>Position Title, Series, Grade, Salary Range</b> Accounting Technician, 80479000 GS-0525-07 \$36,671- \$47,669 <b>Maximum Military Rank:</b> TSgt	
	Selectee will be assigned to a compatible military position. <b>Military Duty Assignment: 6F0X1</b>	
<b>Position Location:</b> 113 <sup>th</sup> WG/FM Andrews AFB, Maryland	<b>Appointment Status</b> <input checked="" type="checkbox"/> Excepted <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Competitive	
<b>AREA OF CONSIDERATION:</b> <b>TECHNICIAN: Group III</b> (Individuals who possess the necessary qualifications to become military members of the DCANG) <b>Permanent Change of Station:</b> Relocation expenses will not be paid. <b>Special Remarks:</b> <a href="http://dcng.ngb.army.mil/">http://dcng.ngb.army.mil/</a>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <b><u>No binders please.</u></b>  <b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
<b>Condition of Employment:</b> <b><u>National Guard Membership:</u></b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <b><u>Electronic Funds Transfer:</u></b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> SPC Jason Timmons, HR Assistant can be reached at 202-685-9775 or DSN 325-9775. MSgt Stephanie Thompson, Human Resources Specialist can be reached at 202-685-9780 or DSN 325-9780.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

**Technician Announcement Number:** 06-031

**Position:** Accounting Technician, GS-0525-07, 80749000

**Brief Description of Duties:**

Analyzes, validates and maintains manual and automated documentation for various computerized accounting systems. Receives various commitment and obligation documents, including purchase request, purchase orders, contracts, receiving reports, travel orders, commercial accounting. Verifies and validates commitments, and obligations, and all supporting documents as mandated by Tri-Annual Review. Complies with the quality assurance initiatives, internal control review guides, and self-inspection checklist for the accounting function. Establishes accounting addresses and enters annual and quarterly fund target into the General Accounting and Finance System (GAFS). Reconciles, researches, and clears rejects as a result of material, fuel, civilian pay, and purchases card interfaces. Verifies, evaluates, and certifies the accuracy, propriety and availability of funds. Prepares, submits establishes, and monitors reimbursements to insure closure to related actions in accordance with applicable guidance. Provides cost estimates related to individual TDY's, unit exercises, deployments, and PCS moves (military and civilian). Verifies codes, and posts By-others Cycles Merged Accountability Fund Reporting (MAFR) transactions in coordination with the Defense Finance and Accounting Service Schedules. Performs customer service answering a variety of complex inquiries from commanders, commercial vendors, and travelers. Monitors Individual Merchant Purchasing Account Card (IMPAC) payments for wing an GSU's. Provides interpretation of travel guidance to unit commanders, RAs, orderly room personnel and other customers. Briefs travel entitlements for deployments, schools, long tours, and newcomers orientations. Processes travel advances and accrual payments for extended TDY's and deployments. Reviews and distributes outstanding travel orders reports to units on a monthly basis. Accomplishes MAFR for travel utilizing multiple systems and reconciles rejects with DFAS. Performs random audits on travel claims as mandated by higher headquarters and manually records audited vouchers in the automated systems. Maintains recurring end of the month products such as the Operating Budget Ledger (OBL), the Allotment Ledger (AL), the Address Directory, the Database Transfer (DBT), Selective Transaction History and Outstanding Travel Orders Report. Performs other duties as assigned.

**Qualifications:** GS-07

**General Experience:**

Clerical experience which demonstrates arithmetic, aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures fro recording and compiling data.

**Specialized Experience:**

Must demonstrate **twelve (12) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements (GS-07)**

- A. Knowledge of disbursement and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
- B. Knowledge of general ledger and subsidiary accounts.
- C. Ability to analyze the interrelationship of accounts affected by varied transactions.
- D. Ability to interpret and apply a variety of accounting regulations and guidelines.
- E. Ability to plan, organize and coordinate work.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**

